

SINGLE SOURCE SAFETY DOCUMENT
CHAPTER 17
SAFETY AWARDS

17-1. GENERAL.

a. The Safety Awards Program is to recognize and reward personnel and units for making significant contributions to the Fort Hamilton Safety Program and to encourage individuals to participate in a pro-active Safety Program. The program is designed to instill a sense of pride and accomplishment in promoting safety.

b. Awards will be made to individuals based on their total safety record or specific steps taken to correct a hazard or prevent an injury.

17-2. RESPONSIBILITIES.

a. Directors/supervisors:

(1) Recognize their employees when contributions are made through safe, efficient mission performance and accident prevention measures and for their support in the Fort Hamilton Safety Program.

(2) Present an U.S. Army Safety Award or in-house award to individuals who have at least one accident-free year. This award will normally be for those employees whose work requires constant alertness and safe work practices (motor vehicle operators, heavy equipment operators, mechanics, etc.).

(3) Award for individual recognition of safe vehicle operating or work practices.

(4) Document awards in the individual's personnel file. Safe driving awards will be documented on the individual's DA Form 348.

(5) Present awards to recipients at suitable ceremonies to emphasize management's concern to reduce accidents/injuries.

b. The Safety Office:

(1) Host an annual Safety Awards Ceremony.

(2) Recognize deserving individuals/units at an installation safety awards ceremony, at unit awards ceremonies, staff meetings, or on-the-spot.

17-3. CRITERIA FORT HAMILTON AWARDS.

a. Collateral Duty Safety Officers:

(1) Must have held the office at least one year.

(2) Promote safety in the workplace.

(3) Conduct annual inspections of assigned office buildings and barracks; submit inspection forms to the Safety Office.

(4) Ensure that deficiencies found on inspections are either corrected or that service or work orders are submitted to DPW/RBS for correction.

(5) Follow up on safety-related service or work orders.

(6) Ensure attendance of personnel in all mandated safety training.

(7) Provide seasonal or holiday safety briefings.

(8) Play an active role in annual Safety Day.

(9) Ensure accidents are reported and required accident reports are submitted to the Safety Office in a timely manner.

b. Supervisors:

- (1) Promote and emphasize safety awareness throughout the use organization.
- (2) Ensure safety procedures are implemented and adhered to.
- (3) Ensure SOPs are written and implemented.
- (4) Complete Job Hazard Analyses for all tasks performed by employees.
- (5) Conduct risk assessments.
- (6) Ensure employees wear appropriate personal protective equipment and clothing.
- (7) Ensure employees receive all mandated safety training.
- (8) Appoint collateral duty safety officers and ensure they are trained.

c. Soldiers and civilians:

- (1) Report hazards in the workplace to responsible personnel.
- (2) Take continuous action to correct safety deficiencies in the workplace.
- (3) Develop safety promotions/procedures for the unit/activity.

d. Drivers of Army Motor or GSA Vehicles:

- (1) Possess a valid DA motor vehicle operators permit (trucks) and a current accident avoidance card. Possess a state driver's license (sedans) and a current accident avoidance card.
- (2) Operate a government vehicle/GSA vehicle (truck or sedan) for 12 consecutive months or longer without an accident.

e. Units/Directorates:

- (1) Have no lost time injuries or reportable motor vehicular accidents for a year.
- (2) Safety initiatives developed and implemented.

17-4. SELECTION AND PRESENTATION.

a. Supervisors/directors can:

(1) Select and present awards to their employees by completing DA Form 1117, United States Army Certificate of Merit for Safety or DA Form 1119-1, United States Army Certification of Achievement in Safety.

(2) Provide to the Safety Office a short justification of their employee's/unit's accomplishments. The Safety Office will complete for the Commanders signature. This award can be presented to the individual/unit any time during the year.

b. Members of the Safety Office may recommend to the Director of Safety individuals or units deserving recognition. These awards can be presented any time of the year.

17-5. ARMY SAFETY AWARDS. The awards listed below are additional awards which can be presented to units and individuals. Criteria for these awards are in AR 672-74. They can be initiated by the unit commander. Nominations will be submitted through the unit's chain of command to the Safety Office for review. The Safety Office will forward them to the appropriate higher headquarters.

a. Unit Accident Prevention Awards:

- (1) Director of Army Safety Award.
- (2) United States Army Award of Excellence in Safety.
- (3) Army Accident Prevention Award of Honor in Safety.

- (4) Army Accident Prevention Award of Accomplishment in Safety.
- (5) Commander's Special Safety Award.
- b. Individual Accident Prevention Awards:
 - (1) The Chief of Staff, Army, Award for Excellence in Safety.
 - (2) United States Army Safety Guardian Award.
 - (3) Director of Army Safety Special Award of Excellence.

17-6. REFERENCES.

- a. AR 672-74
- b. AR 385-10